

Objectives:

- to ensure that all telephone service requests are handled in an appropriate manner
- to ensure that only approved personnel receive Government Calling Cards
- to ensure that off-site telephone service is procured only for authorized personnel

Approval \_\_\_\_\_  
Associate Director for Operations

## PROCESSING REQUESTS FOR VOICE COMMUNICATIONS SERVICES

LMS-CP-5541  
Revision: E-2

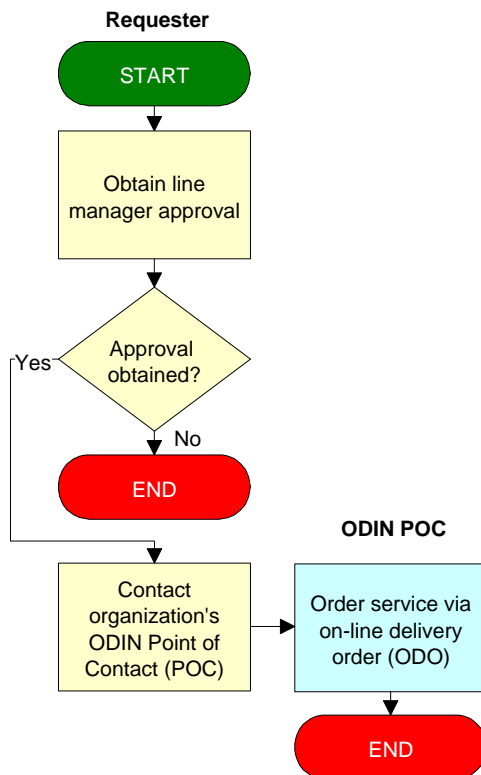
### Section 1: Requesting New Telephone Service

### Section 2: Requesting Revisions to Phonebook

### Section 3: Requesting a Government Calling Card

### Section 4: Requesting Off-Site Telephone Service

## Section 1: Requesting New Telephone Service

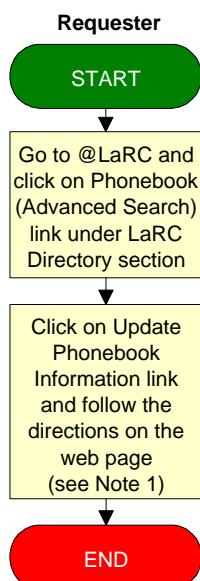


### General Information

The following records are generated by this procedure and are maintained in accordance with CID 1440.7:

- Government Calling Card Request for Civil Service Employees (LF249)
- Memo of Request for off-site telephone service

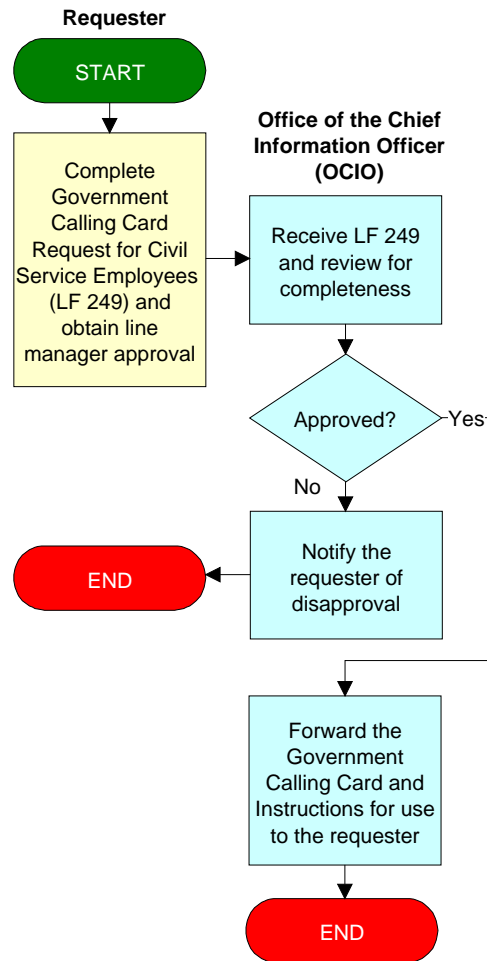
## Section 2: Requesting Revisions to Phonebook



### Note 1

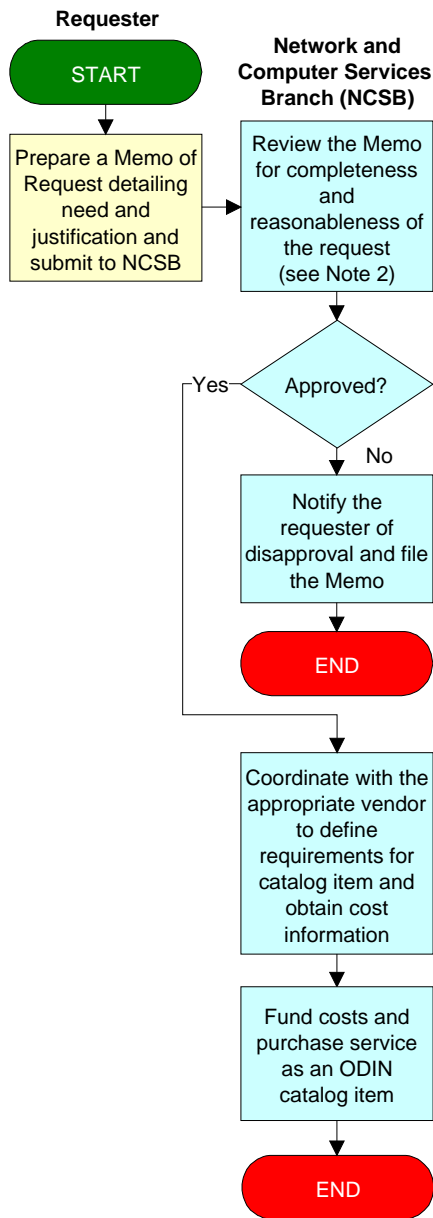
Revisions to the Phone Book can be requested at any time.

### Section 3: Requesting a Government Calling Card



## Section 4: Requesting Off-Site Telephone Service

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### Note 2

Instances of off-site telephone service include:

- Langley-sponsored conferences where appropriate/required phone is not supplied by the location such as LaRC's participation in the Virginia State Fair or in an Information Technology Security conference.